

CHAPTER 5

REQUESTING

REPORTS

PURPOSE

In this chapter, you will learn how to request each of two reports via the on-line ASAP system:

- ▶ the **Account Settlement Report**, which provides historical account activity information on individual ASAP accounts for a date range of any length.
- ▶ the **Report of Accounts with End Dates**, which lists all ASAP accounts pertaining to your organization which have an End Date, or last draw date, specified in the account profile. If an account has an End Date, the ASAP system will not allow payment requests from that account once the End Date has been reached.

After you request either or both of these reports, they will be automatically faxed to you within 24 hours at the fax number you provide.

GETTING STARTED

Both the Account Settlement Report and the Report of Accounts with End Dates are available for request through the Report Request Processing option on the ASAP Main Menu. See the example on the following page.

ACTION:

On the Main Menu, type 7 for Report Request Processing and press Enter.

```

SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/09/97
SP010AO          MAIN MENU SELECTIONS                                HH:MM:SS
01/08/1997 T

<1>  PAYMENT REQUEST PROCESSING
<2>  INQUIRY MENU
<3>  ACCOUNT/AUTHORIZATION PROCESSING
<4>  RETURNED PAYMENT PROCESSING
<5>  TABLE MAINTENANCE
<6>  FRB SUPPORT PROCESSING
<7>  REPORT REQUEST PROCESSING

          ASAP ID _____
ORGANIZATION ACCESS CODE

                                ENTER SELECTION NUMBER: 7
                                PRESS ENTER

F2=EXIT

```

RESULT:

The Report Request Menu appears.

```

SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/09/97
SP525AO          REPORT REQUEST MENU                                HH:MM:SS
01/08/1997 T

<1>  ACCOUNT SETTLEMENT REPORT

<2>  ACCOUNTS WITH END DATES REPORT


ENTER SELECTION NUMBER:
PRESS ENTER

F2=EXIT          F5=MAIN

```

SECTION 5.1

ACCOUNT SETTLEMENT REPORT

The Account Settlement Report supplements the on-line Account Statement Inquiry feature in ASAP. Each allows you to view activity against any of your ASAP accounts, but the information is slightly different in each.

The Account Settlement Report presents the beginning balance, ending balance, and transactions that affected an ASAP account's available balance for a specified time period. You may request the Account Settlement Report for **any period of time** in the account's history, provided the period does not extend beyond the current date. You may request the entire history for an account at once, from the date of the first account activity up through the current date, or you may specify a date range of any length from a single day upward in the account's existence. The lack of restrictions on date range is **one key difference** between the Account Settlement Report and the Account Statement Inquiry.

Transactions displayed on the Account Settlement Report include **applied authorizations** (increases and decreases), **settled payment requests**, **book entry adjustments** and **returned payments**. The transactions appear in ascending order according to the date and time associated with the transaction, as described below.

Authorization transactions are shown on the Account Settlement Report by **applied date**, which is the date on which the transaction updates an account's available balance in ASAP. Increase authorizations appear as **positive** amounts, and decrease authorizations appear as **negative** amounts. Authorization transactions effective on a future date do not appear on the Account Settlement Report. Future dated authorizations may be viewed using the Authorization Transaction Inquiry feature.

Payment transactions, or draws, are reflected on the Account Settlement Report when the payment has settled at the receiving financial institution. Use of the **settlement date** for draws on the Account Settlement Report is **another key difference** from the Account Statement Inquiry, which uses the date the payment request was approved in ASAP. Also, on the Account Settlement Report ordinary draws appear as **negative** amounts because they represent an amount moving out of an ASAP account, whereas "negative draw" adjustments appear as **positive** amounts because they represent amounts moving into an ASAP account.

Book Entry Adjustments, which move funds between ASAP accounts within a given ALC/Region, are also reflected in the Account Settlement Report. A book entry credit, which increases the available balance of an account, appears as a **positive** amount, and a book entry debit, which decreases the available balance, appears as a **negative** amount.

Returned Payments are ASAP payments returned to the ASAP system by a receiving financial institution. Returned Payments are shown on the Account Settlement Report on the date the returned payment was **classified** by an RFC to the ASAP account. The classified date of a returned payment may or may not be the same as the date the returned payment was received by the ASAP system. Classified returned payments appear as **positive** amounts.

REPORT AND SCREEN FIELDS TO NOTE

The following fields appear on the Account Settlement Report and/or the prompt screen:

- ▶ **From** and **To** dates - On the prompt and the report, this is the date range for which you request an Account Settlement Report. If you want to see the entire history of an account on the report without specifying a date range, type “all” in the field labeled **ALL** on the prompt.
- ▶ **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report. You will always specify “F” for fax and provide the fax number to which you want the report sent.
- ▶ **Trans** - On the report, this column indicates the transaction type of an amount. Values are:
 - AT** - applied authorization transactions
 - PY** - settled payment requests
 - BE** - posted book entry adjustments
 - RP** - classified returned payments
- ▶ **Balance** - On the report, this column indicates the **actual** balance of funds in the ASAP account as of the date shown.

The following Example illustrates how to request an Account Settlement Report.

EXAMPLE ONE

In this example we will request an Account Settlement Report for a specified date range. At the end of the example you will find a layout of the resulting report.

Note: for the purpose of this example, the user is logged on to ASAP on the day after the activity in the rest of the guide. Compare the account settlement report requested here with the account statement inquiry done for the same account “the day before” in the Inquiry chapter.

STEP 1 - ACTION:

After selecting menu option 7 from the Main Menu, the Report Request Menu appears. Choose option 1 and press Enter.

```

SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/09/97
SP525AO          REPORT REQUEST MENU                                HH:MM:SS
01/09/1997 T

<1>  ACCOUNT SETTLEMENT REPORT

<2>  ACCOUNTS WITH END DATES REPORT


ENTER SELECTION NUMBER: 1
PRESS ENTER

F2=EXIT          F5=MAIN

```

STEP 1 - RESULT:

The following screen appears.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/09/97
SP030FO         ACCOUNT SETTLEMENT REPORT PROMPT SCREEN             HH:MM:SS
01/09/1997 T

ENTER:  AGENCY LOCATION CODE/REGION: _____/

        AND    RECIPIENT ID: _____

        AND    ACCOUNT ID:  _____

        AND    FROM  __/__/____    TO   __/__/____

        OR     ALL:  ____

        AND    FAX OR BULKDATA:  _ (F OR B)    FAX NUMBER: (____)____-____

                                         F4=MENU  F5=MAIN

```

STEP 2 - ACTION:

Specify the account whose activity you wish to see, along with the desired date range. Specify “fax” and provide the fax number to which you want the report sent. Press Enter.

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/09/97
SP030FO	ACCOUNT SETTLEMENT REPORT PROMPT SCREEN	HH:MM:SS
01/09/1997 T		

ENTER: AGENCY LOCATION CODE/REGION: 11000001/

AND RECIPIENT ID: 0101111

AND ACCOUNT ID: F1R10002_____

AND FROM 01/01/1997 TO 01/09/1997

OR ALL: ____

AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890

F4=MENU F5=MAIN

STEP 2 - RESULT:

A message at the bottom of the screen asks you to confirm your request .

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/09/97
SP030FO	ACCOUNT SETTLEMENT REPORT PROMPT SCREEN	HH:MM:SS
01/09/1997 T		

ENTER: AGENCY LOCATION CODE/REGION: 11000001/

AND RECIPIENT ID: 0101111

AND ACCOUNT ID: F1R10002_____

AND FROM 01/01/1997 TO 01/09/1997

OR ALL: ____

AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890

THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER. TO CANCEL, TYPE "N"
AND PRESS ENTER. _

F4=MENU F5=MAIN

STEP 3 - ACTION:

Type "Y" to confirm and press Enter.

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/09/97
SP030FO	ACCOUNT SETTLEMENT REPORT PROMPT SCREEN	HH:MM:SS
01/09/1997 T		

ENTER: AGENCY LOCATION CODE/REGION: 11000001/
AND RECIPIENT ID: 0101111
AND ACCOUNT ID: F1R10002_____
AND FROM 01/01/1997 TO 01/09/1997
OR ALL: ____
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890

THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER. TO CANCEL, TYPE "N"
AND PRESS ENTER. **Y**

F4=MENU F5=MAIN

STEP 3 - RESULT:

Another message now informs you that your request is accepted.

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/09/97
SP030FO	ACCOUNT SETTLEMENT REPORT PROMPT SCREEN	HH:MM:SS
01/09/1997 T		

ENTER: AGENCY LOCATION CODE/REGION: 11000001/
AND RECIPIENT ID: 0101111
AND ACCOUNT ID: F1R10002_____
AND FROM 01/01/1997 TO 01/09/1997
OR ALL: ____
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890

F4=MENU F5=MAIN
I0074 REPORT REQUESTED. PRESS 'ENTER' OR A PFKEY TO CONTINUE.

STEP 4 - ACTION

If you wanted to request more reports, either for this account for other time periods or for other accounts and time periods, you would press Enter to clear the screen. Here we will just press F4 to return to the Report Request Menu.

```
SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/09/97
SP030FO          ACCOUNT SETTLEMENT REPORT PROMPT SCREEN             HH:MM:SS
01/09/1997 T

      ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

      AND    RECIPIENT ID: 0101111

      AND    ACCOUNT ID:  F1R10002_____

      AND    FROM 01/01/1997   TO   01/09/1997

      OR     ALL: ____

      AND    FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890

      F4=MENU  F5=MAIN
I0074 REPORT REQUESTED.  PRESS 'ENTER' OR A PFKEY TO CONTINUE.
```

STEP 4 - RESULT:

The Report Request Menu appears.

```
SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/09/97
SP525AO          REPORT REQUEST MENU                                 HH:MM:SS
01/09/1997 T

      <1>  ACCOUNT SETTLEMENT REPORT

      <2>  ACCOUNTS WITH END DATES REPORT

                                     ENTER SELECTION NUMBER:
                                     PRESS ENTER

      F2=EXIT          F5=MAIN
```

STEP 5 - ACTION

Within 24 hours, check the fax machine you specified to receive your report.

STEP 5 - RESULT:

This the the report we requested.

```
RUN DATE: 01/09/97    AUTOMATED STANDARD APPLICATION FOR PAYMENTS    PROGRAM:SPPQ937U
RUN TIME: 21:45:15    ACCOUNT SETTLEMENT REPORT                        PAGE:    1

AGENCY LOCATION CODE/REGION: 11000001 /    SHORT NAME: US MONEY 1
RECIPIENT ID: 0101111    SHORT NAME: GRAY U
ACCOUNT ID: F1R10002

FROM: 01/01/1997    TO: 01/09/1997

SETTLEMENT/
APPLIED DATE    TRANS    AUTHORIZATIONS    DRAWS/RP/BE    BALANCE

01/01/1997    BAL FWD                                0.00
01/02/1997    AT            500,000.00                                500,000.00
01/08/1997    PY                                -100,000.00    400,000.00
01/08/1997    BE                                50,000.00    450,000.00
01/09/1997    PY                                -5,000.00    445,000.00
01/09/1997    PY                                -25,000.00    420,000.00
01/09/1997    PY                                -1,000.00    419,000.00
01/09/1997    PY                                -1,000.00    418,000.00
01/09/1997    PY                                -1,000.00    417,000.00
01/09/1997    PY                                10,000.00    427,000.00

TOTALS:                                500,000.00    -73,000.00
```

* * * * * END OF REPORT * * * * *

SECTION 5.2

REPORT OF ACCOUNTS WITH END DATES

The Report of Accounts with End Dates lists all ASAP accounts pertaining to your organization which have an End Date, or last draw date, specified in the account profile.

The Federal agency which builds and maintains an ASAP account may choose to include an End Date as part of the account profile. The End Date indicates the last day on which a recipient may draw funds from a particular ASAP account. If an account has an End Date, the ASAP system will not approve payment requests from that account once the End Date has been reached.

Note the distinction between an End Date and a Budget Period End Date, which also appears on the account profile. The Budget Period End Date may be used by the Federal agency to indicate the end of a timeframe important to the grant or assistance agreement behind an ASAP account. One example for the use of the Budget Period End Date would be to indicate the last date on which a recipient may incur expenses under a grant or assistance agreement for later reimbursement. Within ASAP, the Budget Period End Date is strictly for information, and it does not appear on this report.

REPORT AND SCREEN FIELDS TO NOTE

The following fields appear on the report and/or the prompt screen:

- ▶ **Requestor ID** - If you are logged on as a payment requestor, your Requestor ID will appear automatically on the prompt.
- ▶ **Agency Location Code/Region, Recipient ID** - These fields on the prompt screen allow you to specify a particular Federal agency and/or Recipient Organization to narrow the report results. If you leave both fields blank, the report will show all of your ASAP accounts with End Dates matching the date criteria below.
- ▶ **From and To dates** - On the prompt and the report, these fields indicate the date range within which End Dates may fall. If you leave both dates blank on the prompt, the system will search for End Dates greater than or equal to the current calendar date.
- ▶ **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report. You will always specify “F” for fax and provide the fax number to which you want the report sent.
- ▶ **Status** - On the report, indicates the account status as of the date of the report. Values are “O” for Open, “S” for Suspended, and “I” for inactive.

EXAMPLE ONE

In this example we will request a report of Accounts with End Dates for a specified Federal agency, Recipient Organization, and date range. At the end of the example you will find a layout of the resulting report.

- ▶ One Recipient Organization
- ▶ One Federal Agency
- ▶ Specified Date Range

STEP 1 - ACTION:

After selecting menu option 7 from the Main Menu, the Report Request Menu appears. Choose option 2 and press Enter.

SP525A SP525AO 01/09/1997 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS REPORT REQUEST MENU	01/09/97 HH:MM:SS
<1> ACCOUNT SETTLEMENT REPORT		
<2> ACCOUNTS WITH END DATES REPORT		
ENTER SELECTION NUMBER: 2		
PRESS ENTER		
F2=EXIT	F5=MAIN	

STEP 1 - RESULT:

The following screen appears.

SP520A SP520AO 01/09/1997 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS ACCOUNT END DATE REPORT PROMPT SCREEN	01/09/97 HH:MM:SS
ENTER: AGENCY LOCATION CODE/REGION: _____/		
AND/OR RECIPIENT ID: _____		
AND/OR REQUESTOR ID: 0101234		
AND/OR FROM __/__/____ TO __/__/____		
AND FAX OR BULKDATA: _ (F OR B) FAX NUMBER: (____)____-____		
F4=MENU F5=MAIN		

STEP 2 - ACTION:

Fill in the fields below. Specify "fax" and provide the fax number to which you want the report sent. Press Enter.

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/09/97
SP520AO	ACCOUNT END DATE REPORT PROMPT SCREEN	HH:MM:SS
01/09/1997 T		
ENTER: AGENCY LOCATION CODE/REGION: 22000000/02		
AND/OR RECIPIENT ID: 0101111		
AND/OR REQUESTOR ID: 0101234		
AND/OR FROM 10/01/1996 TO 09/30/1997		
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890		
F4=MENU F5=MAIN		

STEP 2 - RESULT:

A message at the bottom of the screen asks you to confirm your request .

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/09/97
SP520AO	ACCOUNT END DATE REPORT PROMPT SCREEN	HH:MM:SS
01/09/1997 T		
ENTER: AGENCY LOCATION CODE/REGION: 22000000/02		
AND/OR RECIPIENT ID: 0101111		
AND/OR REQUESTOR ID: 0101234		
AND/OR FROM 10/01/1996 TO 09/30/1997		
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890		
THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.		
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER. TO CANCEL, TYPE "N"		
AND PRESS ENTER. _		
F4=MENU F5=MAIN		

STEP 3 - ACTION:

Type "Y" to confirm and press Enter.

```
SP520A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      01/09/97
SP520AO         ACCOUNT END DATE REPORT PROMPT SCREEN           HH:MM:SS
01/09/1997 T

ENTER:  AGENCY LOCATION CODE/REGION: 22000000/02

AND/OR  RECIPIENT ID: 0101111

AND/OR  REQUESTOR ID: 0101234

AND/OR  FROM 10/01/1996   TO   09/30/1997

AND     FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890

THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER.  TO CANCEL, TYPE "N"
AND PRESS ENTER.  Y

F4=MENU  F5=MAIN
```

STEP 3 - RESULT:

Another message now informs you that your request is accepted.

```
SP520A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      01/09/97
SP520AO         ACCOUNT END DATE REPORT PROMPT SCREEN           HH:MM:SS
01/09/1997 T

ENTER:  AGENCY LOCATION CODE/REGION: 22000000/02

AND/OR  RECIPIENT ID: 0101111

AND/OR  REQUESTOR ID: 0101234

AND/OR  FROM 10/01/1996   TO   09/30/1997

AND     FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890

F4=MENU  F5=MAIN
I0074 REPORT REQUESTED.  PRESS 'ENTER' OR A PFKEY TO CONTINUE.
```


STEP 4 - ACTION

If you wanted to request more reports, you would press Enter to clear the screen. Here we will just press F4 to return to the Report Request Menu.

```
SP520A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      01/09/97
SP520AO          ACCOUNT END DATE REPORT PROMPT SCREEN           HH:MM:SS
01/09/1997 T

ENTER:  AGENCY LOCATION CODE/REGION: 22000000/02

AND/OR  RECIPIENT ID: 0101111

AND/OR  REQUESTOR ID: 0101234

AND/OR  FROM 10/01/1996   TO   09/30/1997

AND     FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890

F4=MENU  F5=MAIN
I0074 REPORT REQUESTED.  PRESS 'ENTER' OR A PFKEY TO CONTINUE.
```

STEP 4 - RESULT:

The Report Request Menu appears.

```
SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      01/09/97
SP525AO          REPORT REQUEST MENU                             HH:MM:SS
01/09/1997 T

<1>  ACCOUNT SETTLEMENT REPORT

<2>  ACCOUNTS WITH END DATES REPORT

ENTER SELECTION NUMBER:
PRESS ENTER

F2=EXIT          F5=MAIN
```

STEP 5 - ACTION

Within 24 hours, check the fax machine you specified to receive your report.

STEP 5 - RESULT:

This the the report we requested.

```
RUN DATE: 01/09/97    AUTOMATED STANDARD APPLICATION FOR PAYMENTS    PROGRAM:SPPQ936U
RUN TIME: 21:47:35    REPORT OF ACCOUNTS WITH END DATES    PAGE: 1
                        FROM 10/01/1996 TO 09/30/1997
```

```
AGENCY LOCATION CODE/REGION: 22000000 /02    SHORT NAME: US MONEY 2
RECIPIENT ID: 01011111    SHORT NAME: GRAY U
```

GROUP ID	ACCT ID	ASAP ACCT DESC	END DATE	STATUS
	F2R10001	GRANT NUMBER 1	12/31/1996	O
	F2R10002	GRANT NUMBER 2	06/30/1997	O
	F2R10003	GRANT NUMBER 3	06/30/1997	O
	F2R10004	GRANT NUMBER 4	09/30/1997	O

```
* * * * * END OF REPORT * * * * *
```